

FELIXSTOWE AREA COMMUNITY TRANSPORT LTD F A C T S

The Portakabin, Garrison Lane Car Park, FELIXSTOWE IP11 7SH Tel 01394 282857
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Notice is hereby given of the **Annual General Meeting of Felixstowe Area Community Transport Ltd.**

To be held on **Monday June 30th 2008 at 7.30pm at The Senior Citizen's Centre, Broadway House, Orwell Road, Felixstowe.**

Agenda

- 1. Welcome to Visitors**
- 2. Apologies**
- 3. Minutes of AGM held on Monday June 25th 2007.**
- 4. Chairman's Report**
- 5. Consideration of the Examined Accounts**
For the Year to 31st March 2008
- 6. Election of Directors**
 - . Mr G Stirrat**
 - . Dr C Wheddon**
 - . Mr D Carpenter**

WEDNESDAY



A65 *A2K061UX* 152
30/07/2008
COMPANIES HOUSE

Note: The Directors shall report on their activities to the Quarterly Extraordinary General Meeting. All subscriber members are entitled to attend and vote on the business of the company at these meetings.

7. A Brief History of FACTS

8. A.O.B

9. Date of Next Meeting Monday 29th June 2009

Felixstowe Area Community Transport Ltd. Registered Charity Number 1098025
A company limited by guarantee and registered in England No 4710761 Registered Office as above

FACTS - Felixstowe Area Community Transport Ltd

Registered Office The Portakabin, Garrison Lane Car Park, Felixstowe, IP117SH

Tel No 01394 282857 Company Number 4710761 (Registered in England)

Minutes of the Annual General Meeting held at The Senior Citizen's Centre, Broadway House, Orwell Road, Felixstowe on Monday 25th June 2007 at 7.30pm

Present:

18 members, including the following visitors -

Cllr Cliff Cocker & Shirley Cocker	Chairman Suffolk Coastal District Council
Cllr. John Goodwin	Suffolk County Council
Cllr. Ian Angus	Levington & Stratton Hall Parish Council
Mr. Derek Cocker	Community Transport Manager Suffolk County Council
Mr. Tony Thurkettle	Independent Examiner
Mrs. Wendy Tolliday	Felixstowe Visitors Centre
Mr. Norman Thompson	Suffolk Association for the Blind
Mr. Bob Knights	FACTS Office Manager

1. Welcome	Gordon Stirrat (Chairman) welcomed everyone to the meeting
2. Apologies	S Stirrat, J Woods, G Newman, A Adams, Nacton Parish Council, R Fincham, D Harold, C Wheddon, T Harden, D Thorpe
3. Minutes of the Last AGM held on Monday 26th June 2006	The minutes of the last AGM (26-06-06) were approved and signed as a true record (Proposed by Helen Smith, seconded by Jean Leitch)
4. Chairman's Report	<p>Forward.</p> <p>I am pleased to be able to report that the company has continued to meet its objectives in providing a Dial a Ride Service and a Community Car Service in partnership with Suffolk County Council</p> <p>The Dial a ride service numbers is holding up with 350 members on the books There was a slight blip when the free bus passes first came to prominence, but that recovered quite quickly</p> <p>The Community Car Service continues to be fully subscribed up to the County Council Budget</p> <p>The Group Activities comprising the Kestrel, Peugeot, Kangoo and on occasion, driver's cars are operating at the limit of our resources, both in manpower, vehicles and office accommodation</p> <p>This particular activity has provided an affordable service to people who were not previously catered for</p> <p>The CCS also benefits from the activity as the Group Activities funded office assistant also manages the CCS bookings</p> <p>The provision of the services owes its success to the unstinting efforts of Bob and Miriam the office manager and office assistant, and to the enthusiastic and at times hard pressed volunteers I would like to extend my thanks and that of the management committee to all of you</p> <p>Chairman's comments.</p> <p>We are now entering our 5th year as a company limited by guarantee and by far the biggest problem is recruiting volunteers to handle the key posts of chairman, treasurer and minute's secretary Despite extensive</p>

	<p>advertising and networking these posts remain vacant. If this is a portent of things to come, then we may need to consider a merger with another similar organisation.</p> <p>The second area for concern has been the office accommodation. Despite strenuous efforts to find brick built accommodation, none has been found. This has left us with the prospect of purchasing an additional cabin. This is not in itself a problem as indeed we have so far nearly purchased 2 cabins, I say nearly as we lost the first purchase and are about to lose the second purchase through the inability to get permission from Suffolk Coastal District Council to site the cabin in Garrison Lane car park.</p> <p>A budget provision of £15,000 has been made for the new cabin. However, as the site lease may only be for between 2 and 5 years it would seem to be an unjustified expense in disposing of the original cabin at this moment in time. If this can be kept, the expenditure could be reduced to £12,000. The preferred option is to site the new cabin next to the existing cabin, which would continue to provide the toilet and kitchen facilities and in addition would provide much needed storage space. The new cabin would then be configured to provide 3 offices.</p>								
5. Consideration of the Examined Accounts	<p>The Accounts, signed by the Independent Examiner, which had been circulated to the committee and all subscriber members, were available for inspection. Proposed by J Leitch, seconded by H Smith that the accounts be accepted. Carried unanimously.</p>								
6. Election of Directors	<p>The Chairman, Gordon Stirrat confirmed that the following directors had expressed their willingness to serve for another year.</p> <p>Nomination of Directors</p> <table> <tr> <td>Mr G Stirrat</td><td>Company Chairman</td></tr> <tr> <td>Mr C Wheddon</td><td>Company Treasurer</td></tr> <tr> <td>Mr D Crerar</td><td>Training Officer</td></tr> <tr> <td>Mrs J Leitch</td><td>Registration Officer</td></tr> </table> <p>They were eligible to hold office for a maximum of 5 years, which none had done and suggested they should be re-elected en bloc. Proposed by Peter Leitch and, seconded by Richard Keller. Carried unanimously.</p> <p>The chairman re-affirmed his desire to stand down as chairman but stated his willingness to remain as a director.</p>	Mr G Stirrat	Company Chairman	Mr C Wheddon	Company Treasurer	Mr D Crerar	Training Officer	Mrs J Leitch	Registration Officer
Mr G Stirrat	Company Chairman								
Mr C Wheddon	Company Treasurer								
Mr D Crerar	Training Officer								
Mrs J Leitch	Registration Officer								
7. Appointment of an Independent Examiner	<p>The chairman, on behalf of FACTS, thanked Tony Thirkettle for examining the accounts and for the application of his expertise in drawing up the correct formats for the presentation. He enquired if Tony would be willing to accept the appointment of Independent Examiner for the year 2007/08, Tony Thirkettle expressed his willingness to carry on.</p> <p>The appointment was proposed by Jean Leitch and seconded by Helen Smith. Carried unanimously.</p>								

8. A. O. B.	None
9. Date of Next AGM	<p>Monday 30th June 2008</p> <p>Meeting closed at 8 02 pm</p> <p>Cllr Cliff Cocker - On behalf of Felixstowe and Suffolk Coastal District Council thanked Gordon, the organisation, volunteers and everyone who works for FACTS, he added that having been involved in the Leiston Community Transport Scheme, he could understand our problems and had a great deal of sympathy with our efforts to overcome them He also thanked the Chairman for his invitation and congratulated him on a well run AGM</p> <p>Cllr Ian Angus – thanked all involved in FACTS</p> <p>Chairman.....Date.....</p>

FACTS
Felixstowe Area Community Transport Ltd

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Felixstowe Area Community Transport Limited
Registered Charity No. 1098025
Company Registration No. 471761

Trustees Annual Report

The trustees are pleased to present their report together with the financial accounts of the charity for the year ended 31st of March 2008

The company, which is limited by guarantee, operates under the terms of its memorandum and articles of association and in accordance with the requirements of the Charity Commission.

It is structured to provide various transport services for the benefit of those in Felixstowe and Felixstowe Peninsular who are in need of such services because of age, sickness, disability, poverty or because of the lack of adequate public services. These services are provided under the working name of "FACTS"

The trustees/directors who manage the charity are:

Gordon Stirrat
Christopher Wheddon
Dennis Carpenter
David Crerar*
Jean Leitch*

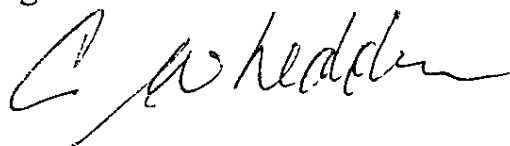
*David and Jean have given notice that they will not be seeking re election and will relinquish their directorships within the next 3 months.

Trustees are appointed in accordance with company articles and representatives of staff, volunteers, users and our partners Suffolk County Council also attend the meetings of the Management Committee.

The charity has enjoyed a successful year despite problems of obtaining a satisfactory lease for our office accommodation and difficulty in recruiting volunteers for some positions. This success is built on the hard work and enthusiasm of our small staff and our volunteer drivers and passenger assistants without whom nothing could be achieved.

The accounts show a satisfactory business year with adequate capital reserves to cover necessary fixed assets. They have been independently examined in accordance with current company and charity legislation

Signed on behalf of the trustees



Dr C Wheddon OBE ScD FREng FIEE FBCS Ceng CITP
Company Secretary

Felixstowe Area Community Transport Limited
Registered Charity No. 1098025
Company Registration No. 4710761

Independent Examiner's Report to the Trustees/Directors

I report on the accounts of the Company for the year ended 31st March 2008

Respective responsibilities of trustees and examiner

In your role as trustees/directors you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply and that an independent examination is appropriate

It is my responsibility to examine the accounts (under section 43(3)(a) of the Act), to follow the procedures specified in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act), and to state whether particular matters have come to my attention

Basis of my report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - a) to keep accounting records in accordance with section 41 of the Act, and
 - b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



A G Thurkettle
Independent Examiner

18th May 2008

12 Westmorland Road
Felixstowe, Suffolk

Accountants' Report

Under the Small Companies Provision the Financial Statements for the Year ended 31 March 2008 have been prepared from the books, records and information supplied, together with explanations given and are in accordance therewith. In our view the Financial Statements give a true and fair view of the state of the Company's affairs as at 31 March 2008 and of its operating deficit for the year then ended.

AMA.....Date 29 April 2008

Notes to the accounts for the year ended 31 March 2008

Accounting Policies

Basis of Accounting

The Financial Statements have been prepared in accordance with applicable accounting standards on the historical cost basis.

Depreciation

Depreciation and amounts written off are calculated so as to write off the cost of fixed assets over their estimated useful lives at the following rate -

Office (Portakabin)	5% straight line **
Equipment	20% straight line
All Vehicles	20% straight line

* * In future the remaining value of the old Portakabin will be added to the new Portakabin and written off at the rate of 20% straight line basis.

Capital Reserve

The capital reserve represents funds set aside for Capital expenditure, these funds are held in a separate deposit bank account (COIF Account).

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED
Income & Expense a/c for the year ended 31 March 2008

<u>Dial a Ride Service</u>	<u>£</u>	<u>£</u>
<u>Income:</u>		
Fares	8791	
Donations	247	
Vehicle Hire	0	
Interest on Deposits	6	
Other Grants	1024	
SCC Grant b/fwd	3300	
SCC Grant	<u>11675</u>	25043
<u>Expense:</u>		
<u>Staffing.</u>		
Salaries	8335	
Employers NIC	460	
Expenses	350	
Training	137	
<u>Premises:</u>		
Rent & Rates	939	
Heat & Light	980	
Maintenance & Cleaning	804	
One off costs relating to new portacabin	3450	
<u>Office.</u>		
Postage	164	
Telephone & Internet	826	
Printing, stationery & copying	403	
Insurance	995	
Office equipment maintenance	370	
Publicity	45	
Accountancy & Audit	1600	
Legal	4	
Membership subscriptions	152	
<u>Vehicle: (VW)</u>		
Insurance & Recovery	716	
Fuel	2610	
Maintenance	2030	
Road Tax	165	
Equipment	0	
Hire	<u>0</u>	<u>25535</u>
Deficit before Depreciation		-492
Less Depreciation		<u>-4276</u>
<u>Surplus / Deficit for the period</u>		<u>-£4,768</u>

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED
Income & Expense a/c for the year ended 31 March 2008

<u>Community Car Service</u>	<u>£</u>	<u>£</u>
<u>Income:</u>		
Grant - Revenue	1204	
Grant - Admin	<u>959</u>	2163
<u>Expense:</u>		
Service Cost	1204	
Admin Cost	<u>959</u>	<u>2163</u>
<u>Surplus / Deficit for the period</u>		<u>£0</u>

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED
Income & Expense a/c for the year ended 31 March 2008

<u>Group Hire</u>	<u>£</u>	<u>£</u>
<u>Income:</u>		
Car Hire	11157	
Kestrel Hire	9092	
Kangoo Hire	6103	
Peugeot Hire	6692	
SCDC Grant (Revenue)	500	
Donations	<u>846</u>	34390
<u>Expense:</u>		
Salaries	6316	
Employers NIC	61	
Driver Payments	11397	
Telephone	654	
<u>Vehicles:</u>		
<u>Kestrel</u>		
Insurance & Recovery	1450	
Fuel	1073	
Maintenance	2125	
Road Tax	165	
Equipment	0	
<u>Peugeot</u>		
Insurance & Recovery	733	
Fuel	1014	
Maintenance	220	
Road Tax	180	
Equipment	0	
<u>Kangoo</u>		
Insurance & Recovery	561	
Fuel	802	
Maintenance	1312	
Road Tax	115	
Equipment	<u>0</u>	<u>28178</u>
Surplus before Depreciation		6212
Less Depreciation		<u>-14608</u>
<u>Surplus / Deficit for the period</u>		<u>-£8,396</u>

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED
Income & Expense a/c for the year ended 31 March 2008

<u>F P F S</u>	<u>£</u>	<u>£</u>
<u>Income:</u>		
Suffolk Acre Funding	3321	
Fares	<u>248</u>	3569
 <u>Expense:</u>		
Vehicle Costs	1744	
Salaries	1716	
Office Costs	59	
Management Fee	<u>50</u>	<u>3569</u>
 <u>Surplus / Deficit for the period</u>		<u>£0</u>

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED

Income & Expense a/c for the year ended 31 March 2008

<u>Summary</u>	<u>Income</u>	<u>Expense</u>	<u>Surplus / Deficit</u>
Dial-a-Ride	25043	25535	-492
Community Car Service	2163	2163	0
Group Hire	34390	28178	6212
F P F S	<u>3569</u>	<u>3569</u>	<u>0</u>
Operating Result	65165	59445	5720
<u>Plus.</u>			
Sundry Income	408		408
Donations Received	2788		2788
Interest on Deposit a/c	2561		2561
Training for Clients	<u>0</u>		<u>0</u>
 Total Income & Expense before Depreciation	<u>70922</u>	<u>59445</u>	11477
<u>Less Depreciation</u>			<u>-18884</u>
 <u>Total Operating Deficit</u>			<u>-£7,407</u>

FELIXSTOWE AREA COMMUNITY TRANSPORT LIMITED

Balance Sheet as at 31 March 2008

<u>Fixed Assets</u>	<u>Cost</u>	<u>Additions</u>	<u>Chg for the year</u>	<u>Total dep'n</u>	<u>Net Book Value</u>
New Portakabin	0	8950	0	0	8950
Office	13897	0	644	9372	4525
Kestrel	52953	0	10588	51846	1107
VW	18170	0	3632	9687	8483
Kangoo	12410	0	0	12410	0
Peugeot	20098	0	4020	8040	12058
Equipment	<u>3159</u>	<u>200</u>	<u>0</u>	<u>3159</u>	<u>200</u>
	120687	9150	18884	94514	35323

Current Assets

Debtors & Prepayments	2624
Cash on Deposit a/c	40711
Cash at Bank	8172
Petty Cash	<u>0</u>
	51507

Creditors & Accruals due within one year 513

Net Current Assets 50994

Total Assets less Current Liabilities £86,317

Represented by:

Reserves

Restricted Funds

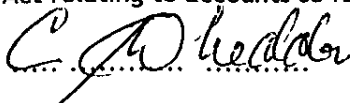
Funds set aside for Capital Expenditure 40711

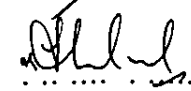
Unrestricted Funds

Income & Expense a/c 45606

Total Funds £86,317

For the year ended 31 March 2008, the company was entitled to exemption under Section 249a(1) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 249b(2). The directors acknowledge their responsibility for (i) Ensuring the company keeps accounting records which comply with section 221; and (ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss for the financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts so far as applicable to the company.

Signed.....  C Wheddon 29th May 2008
Director

Signed.....  A G Thurkettle 29th May 2008
Independent Examiner